

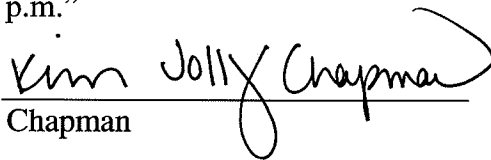
**AGENDA
REGULAR MEETING
HISTORICAL PRESERVATION AND RESTORATION BOARD
TUESDAY, JANUARY 26, 2016
COMMUNITY RECREATION CENTER
CONFERENCE ROOM – 2ND FLOOR
14050 HEARTSIDE PLACE, FARMERS BRANCH, TEXAS
7:00 P.M.**

- I. APPROVAL OF MINUTES FOR OCTOBER 27, 2015 MEETING**
- II. DISCUSS NOMINATING COMMITTEE FOR 2016 OFFICERS AND TAKE APPROPRIATE ACTION**
- III. DISCUSS GILBERT HOUSE AND HISTORICAL PARK ANNIVERSARIES AND TAKE APPROPRIATE ACTION**
- IV. DISCUSS WITNESS TO HISTORY AWARD AND TAKE APPROPRIATE ACTION**
- V. DISCUSS UPCOMING EVENTS**
- VI. REPORTS:**
 - A. COLLECTIONS**
 - B. FINANCIAL REPORT**
 - C. PLANNING/EDUCATION CENTER**
 - D. FRIENDS OF THE HISTORICAL PARK/FUNDRAISING**
 - E. ORAL HISTORY**
 - F. MUSEUM EDUCATION/VOLUNTEERS**
 - G. MUSEUM STORE**
 - H. SPECIAL EVENTS**
- VII. DISCUSS DIRECTOR'S REPORT AS IT RELATES TO ACTIVITIES AT THE SENIOR CENTER, RECREATION CENTER, HISTORICAL PARK, AND VARIOUS PARK FACILITIES**
- VIII. ADJOURNMENT**

AMERICANS WITH DISABILITIES ACT, TITLE II

The Farmers Branch Community Recreation Center is wheel chair accessible. A barrier free entry is available at the main entrance of the Recreation Center with specially marked parking spaces nearby. Requests for sign language interpretation or other special services should be received (3) working days prior to the meeting. A request can be made to Kim Jolly Chapman at (972) 406 – 0184.

"I certify that the above notice of this meeting was posted at least 72 hours, in accordance with the Open Meetings Act, on the bulletin board at City Hall on Friday, January 22, 2016 by 5 p.m."

Signature 
Kim Jolly Chapman

**MINUTES
HISTORICAL PRESERVATION AND RESTORATION BOARD
REGULAR MEETING
TUESDAY, OCTOBER 27, 2015**

PRESENT:	Scott Ames Jan Blair Gretchen Cash Ron Doerler Kellie Gallop Bitsy Laney Kay Lynn Lyon Patsy Mayo Roger McKemie Barbara Sisserson – Honnoll Beth Wood	STAFF:	Derrick Birdsall Historical Park Supt.
		GUESTS:	Clare Connally Marjorie Cutler

The meeting was called to order at 7:04 P.M. with Roger McKemie presiding.

APPROVED MINUTES: Scott Ames moved to approve the minutes of the September 22, 2015 Board meeting. Gretchen Cash seconded. Motion carried unanimously.

NOVEMBER AND DECEMBER BOARD ACTIVITIES: After discussion, Patsy Mayo moved to not have regular Board meetings in November and December. Staff was asked to call special meeting if need arises. Ron Doerler seconded. Motion carried unanimously. The next scheduled Board meeting will be Tuesday January 26, 2016.

CEDAR ELM TREE: Staff reported that Sam Hill Tree Care has recommended that the Cedar Elm tree located on the east side of the School House be removed due to disease. Hopefully it can be removed before Christmas tours begin. There was further discussion regarding trees showing distress included in the staff report. A very old, large, Post Oak tree split and half of it fell last week. An arborist will determine whether the other half needs to be removed. The remaining Post Oaks will also be assessed.

WITNESS TO HISTORY: Barbara Sisserson – Honnoll reported that First Baptist Church of Farmers Branch qualifies as the recipient of the award. She has met with pastor, Sam Underwood and church secretary, Lisa Jones, and they are very excited about the award and are making plans to make it a “big deal” with their congregation. The plan is to present the award at a January City Council meeting. Barbara Sisserson – Honnoll moved that First Baptist Church of Farmers Branch be awarded the Witness to History Award. Kellie Gallop seconded. Motion carried unanimously.

UPCOMING EVENTS: The schedule of upcoming events was included in the Board’s packet. Derrick stated that fall is fun around the park. Many events are scheduled. A new event is Murders and Mayhem Tours scheduled October 29 and 30 from 5:00 to 7:30 P.M. This event is intended for adults, no one under 16 years of age. Also new will be an Owl Prowl on November 12 in the Bird Sanctuary in conjunction with the Audubon Society.

COMMITTEE REPORTS:

A. COLLECTIONS: The Curatorial Report is included in the Board packet. Derrick reported that Jamie is headed to Seattle, WA to pick up the Gilbert family Bible that has been donated to the Park. The condition of the Bible is questionable but much information can be gleaned from it and hopefully some restoration can be done.

B. FINANCIAL: Copies included in Board packet. The balances are as follows:

Board (Travel, dues, etc.)	\$3,300.00
Wardrobe	\$2,000.00
Museum Store	\$3,285.18

Derrick reported that we have begun the new fiscal year. We were able to install a bike rack in the Park with funds remaining in the last year's budget.

C. EDUCATION CENTER: There was discussion regarding what City Council has discussed regarding a building. Scott Ames will head up plans for a Board retreat for us to discuss this matter. Scott will pursue plans for an early January retreat at a location yet to be decided.

D. FRIENDS:

Derrick read from a report by Bitsy Laney stating that the annual Friends meeting was successful despite heavy rain. There were between 40 and 50 members in attendance. It was reported that Friends made over \$1,300 on chair rentals at the Bloomin' Bluegrass Festival. The Friends bi-annual meeting will be held at the Stars Center on April 30, 2016. It will be a dinner and silent auction. The Friends will need volunteers for their assigned night for the Tour of Lights.

E. ORAL HISTORY: Derrick indicated that he will be available to help Jan Blair and Marjorie Cutler with learning the oral history process.

F. MUSEUM EDUCATION: A copy of the Education Report is included in the Board's packet.

G. MUSEUM STORE: A copy of the Museum Store report is included in the packet.

Derrick reported that Kim indicated that the Museum Store had a record quarter. Scott Ames reported that he is hopeful that we might be able to get some volunteered time by an acquaintance of his to help us promote the Museum Store.

DIRECTORS REPORT: A copy of the Director's Report was included in the Board packet. Derrick reported record attendance for Bluegrass Festival.

At the conclusion of business Patsy Mayo was recognized by the chair, Roger McKemie. She indicated that she finds it necessary to resign as the Board Secretary. No action was taken regarding a new Secretary.

Before adjourning the Board acknowledged the years of service given by Angie Mayo and Marjorie Cutler with thanks for their dedication to the Park.

ADJOURNMENT: The meeting was adjourned at 9:10 P.M.

RESPECTFULLY SUBMITTED:

Patsy Mayo, Secretary

Roger McKemie, Board Chair



MEMORANDUM

PARKS & RECREATION

TO: Roger McKemie, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 22, 2016

SUBJECT: Nominating Committee

Typically at the start of each calendar year the Board forms a nominating committee to determine the Board's slate of officers for the 2016 year. The positions include the Chair and Vice Chair.

The nominating committee will present the slate of officers for a vote at the February meeting.



**FARMERS
BRANCH**

MEMORANDUM

PARKS & RECREATION

TO: Roger McKemie, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 22, 2016

SUBJECT: Anniversaries

2016 is the 30th Anniversary for the Historical Park and the 160th birthday of the Gilbert House. Staff will be on hand to discuss plans to celebrate these events during the oncoming year.



**FARMERS
BRANCH**

MEMORANDUM

PARKS & RECREATION

TO: Roger McKemie, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 22, 2015

SUBJECT: *Witness to History Award*

The Witness to History Award will go to Council at the February 2, 2016 City Council meeting, please join us in recognizing the First Baptist Church of Farmers Branch. Staff will be on hand to answer questions.



MEMORANDUM

PARKS & RECREATION

TO: Roger McKemie, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 22, 2016

SUBJECT: Upcoming Events

- 1/26 (Tuesday) Board meeting (7:00 pm)
- 1/29-30 (Saturday & Sunday) Exhibiting at the Dallas Bridal Show
- 2/1 (Monday) Camping Under the Stars registration begins (8:00 am)
- 2/6 (Saturday) Great Backyard Bird Count (9:00 – 11:00 am); rsvp required
- 2/23 (Tuesday) Board meeting (7:00 pm)
- 3/12-3/13 (Saturday & Sunday) Camping Under the Stars (5:00 pm – 9:00 am)
- 3/22 (Tuesday) Board meeting (7:00 pm)
- 3/25 (Friday) Good Friday (Park open 8:00 am – 5:00 pm)
- 3/27 (Sunday) Easter (Park closed)
- 4/2 (Saturday) Vintage Base Ball Festival
- 4/16 (Saturday) Teen Camp Night at the Historical Park (6:00 – 10:00 pm)
- 4/23 (Saturday) Date Night in the Park (5:30 pm)
- 4/24 (Sunday) Come Fly A Kite! (12:30 – 5:30 PM)
- 4/26 (Tuesday) Board meeting (7:00 pm)



MEMORANDUM

PARKS & RECREATION

TO: Roger McKemie, Board Chair
Members of Historical Preservation &
Restoration Board

THRU: Derrick Birdsall, Historical Park Supt.

FROM: Jamie Rigsby, Curator

DATE: January 22, 2016

SUBJECT: Curatorial Report

Donations: Gilbert Family Bible donated by Ann Griffin; 16 antique books donated by Becky DeGrasse; railroad memorabilia donated by Sandy Ball.

Acquisitions: None

Did you know?: The E. T. Fraim Lock Company was in business from 1879 – 1955, producing a large variety of padlocks. A Fraim padlock was recently found beneath the Gilbert House. Research suggests that the lock was made in the 1930s.

Projects

1. Collections Maintenance

Staff is currently working on processing past donations. Marjorie Cutler continues to help with the backlog of accessions in Collections. She is presently processing antique books from a large donation of more than 400 items.

2. Texas Living History Association

Staff will be giving a presentation about "Safety in Museums" at the upcoming Texas Living History Association (TLHA) conference being held in Fredericksburg, Texas January 21 - 25.

3. Gilbert House Foundation Project

Staff was asked to pull up floorboards in the Gilbert House to give structural engineers access to the foundation. During the process, numerous antique items were found including a padlock, pocket knife, medicine bottle, doll arm and large parts of a pressed glass bowl. The items will be housed in the Collections area and kept for reference.

Date	Vendor	Description	Expenditures	Deposits	Balance
10/01/14					\$ 3,300.00

2015/2016
WARDROBE ACCOUNT

Date	Vendor	Description	Expenditures	Deposits	Balance
10/01/14					\$ 2,000.00

2015/2016
MUSEUM STORE
201-0000-142-01-01(expen)

Date	Vendor	Expenditures	Credits	Ledger Balance
10/1/14	Balance Forward			\$2,452.25
10/2/15	Cooperman Company	\$ 69.00		\$2,383.25
10/6/15	Third Quarter 2015 Deposits		\$ 901.93	\$3,285.18
10/30/15	Fairway Manufacturing Company	\$ 237.59		\$3,047.59
10/31/15	Historical Folk Toys	\$ 71.77		\$2,975.82
11/12/15	Historical Folk Toys	\$ 130.23		\$2,845.59
11/18/15	Unique Crafters	\$ 82.64		\$2,762.95
11/18/15	Bill Marquis	\$ 44.00		\$2,718.95
11/19/15	Fairway Manufacturing Company	\$ 95.41		\$2,623.54
11/30/15	Unique Crafters	\$ 177.60		\$2,445.94
12/3/15	Coca - Cola	\$ 221.04		\$2,224.90
12/16/15	Nashville Wraps	\$ 38.49		\$2,186.41
12/31/16	Fourth Quarter 2015 Deposits		\$ 312.68	\$2,499.09



FARMERS BRANCH

MEMORANDUM

PARKS & RECREATION

TO: Roger McKemie, Board Chair
Members of Historical Preservation &
Restoration Board

THRU: Derrick Birdsall, Historical Park Supt.

FROM: Danielle Brissette, Museum Educator

DATE: January 26, 2016

SUBJECT: Education Report

Volunteers

- 3418 volunteer hours were donated in 2015 by 122 volunteers (plus the 30 students from R.L. Turner High School).

School Tours

- 23 school tours with 1783 guests have been booked for the 2015-2016 school year.
- In 2015, we hosted a total of 43 schools and 3443 students.

Outreach

- Staff will be presenting at the Texas Living History Association conference January 21-24.
- Danielle has also become the President of the Texas Living History Association through January of 2017.

Events

- There were 55 events held in 2015, a little more than 1 a week.
- Victorian Murder & Mayhem tours were a great success and will be held again in 2016.
 - o Over 170 people attended and feedback was enthusiastic.
- The Owl Prowl with Audubon Texas was overwhelmingly well attended; 50 people were at an event scheduled for 25.
- The Christmas Tea Tours were also successful and a great way to integrate the Park with the tradition of the teas.
- Christmas Tree Lighting featured many volunteers and historic buildings decorated for the season.

- Mark your calendars for the Farmers Branch Vintage Base Ball Festival on April 2, 2016. Teams from as far away as Kansas are expected to participate!
- Upcoming Bird Walks are on February 6, 2016 from 9-11 AM and May 7, 2016 from 9-11 AM. Please RSVP if you would like to attend.



MEMORANDUM

PARKS & RECREATION

TO: Roger McKemie, Board Chair
Members of Historical Preservation &
Restoration Board

THRU: Derrick Birdsall, Historical Park Supt.

FROM: Kim Jolly Chapman, Historical Park Administration

DATE: January 22, 2016

SUBJECT: Museum Store Report

Quarterly Deposit

\$312.68

Inventory Purchases

• Fairway Manufacturing Company	\$237.59	pencil sharpeners
• Historical Folk Toys	\$ 71.77	Jacob's Ladders
• Unique Crafters	\$177.60	puddle jumpers
• Coca-Cola	\$221.04	bottled beverages
• Nashville Wraps	\$ 38.49	bags & tissue paper

Pre-Packaged Bags

• 24 @ \$10 per bag	\$240.00	The Oak Hill Academy (December 11 visit)
• 87 @ \$3 per bags	\$261.00	Las Colinas Elementary (December 15 visit)
• 31 @ various prices	\$ 87.50	Aikin Elementary

Visits to Museum Store

• Carrollton Christian Academy	November 6	\$67.07
• Prince of Peace	November 17	\$105.17

Museum Store Association Southwest Central Meeting

Staff attended the annual chapter meeting and served on the chapter nominating committee on January 21.

Total Home & Gift Market

Staff attended the Total Home & Gift Market held at the Dallas World Trade Center on January 21.

PARKS AND RECREATION REPORT

DECEMBER

Council Items

Upcoming:

Special Events/Tournaments

Christmas Tour of Lights, 13,961 vehicles,
\$35,534.95 donations, 104 toys, 11/27-12/30

Christmas Tree Lighting, 4,500 attendees, 12/5

Upcoming:

CFBISD Winter Invitational Soccer Tournament,
1/7, 1/8 and 1/9

Senior Center

Smart Money Seminar, 20 attendees, 12/4

Cookin' Club, 24 attendees, 12/9

Texas Hold'em Tournament, 48 attendees, 12/10

Garden Group, 25 attendees, 12/16

Trips in December:

Rosemary Rumbley, 25 attendees, 12/2

1:30 Theatre, 25 attendees, 12/8

Light Trip, 54 attendees, 12/10

Texas Tenors, 25 attendees, 12/15

Theatre Three, 25 attendees, 12/16

Cruisin' Cuisine, 25 attendees, 12/17

Cruisin' Rewind, 12 attendees, 12/21

Las Colinas Symphony, 24 attendees, 12/19

Choctaw Casino, 54 attendees, 12/30

Upcoming:

Avoiding Fad Diet Seminar, 1/15

Living with Neuropathy, 1/22

Valentine Tea, 2/12

Trips in January:

Irving Arts Center, 1/8

Kimbell Museum of Art, 1/12

Cruisin' Cuisine, 1/21

Cruisin' Rewind, 1/25

Community Recreation Center

Christmas Open House, 500 attendees, 12/4

Flapjacks with Santa, 278 attendees, 12/12

Flex Fitness classes, 397 participants, 12/1-12/31

SilverSneakers, 84 registered memberships,
12/1-12/31

Holiday Craze, 76 participants, 12/21, 12/22,
12/23, 12/28, 12/29, 12/30 and 12/31

Santa Makes House Calls, 59 participants, 12/11,
12/12, 12/13, 12/14, 12/15, 12/16, 12/17, 12/18,
12/19, 12/20, 12/21, 12/22, 12/23 and 12/24

Upcoming:

Holiday Craze, 1/18 and 1/19

Kids' Night Out, 1/23

Daddy Daughter Dance, 2/6

Aquatics Center

Holiday discount on Season Passes, 12/1

Aquatics Specialist start, 12/15

Margaret Young Natatorium Memberships,
18 sold

Upcoming:

Lifeguard Certification Course, 1/28

Polar Plunge, 1/30

Parks

Christmas lights and displays installed, 12/4

Kick Off meeting for Traffic Analysis Study,
9 attendees, 12/9

Replaced three (3) drinking fountains, Rawhide
Park, 12/20

Phase 1 contractor installing new lighting system
and poles, north soccer fields, Cox Park, 12/30

PARKS AND RECREATION REPORT

DECEMBER

Upcoming:

Begin playground renovation at Gussie Field
Watterworth Park, 1/6

Removal of Christmas lights and displays, 1/11

Discuss Traffic Analysis data with consultant,
1/20

Historical Park

School Tours, 565 attendees, 12/1, 12/9, 12/10,
12/11, 12/15, 12/16 and 12/17

Christmas Teas, 210 attendees, 12/5 and 12/12

Christmas Tours, 12/5 and 12/12

Photo Shoots, 12/5, 12/6, 12/10 and 12/27

Wedding, 50 attendees, 12/29

December Walk-ins, 29

Upcoming:

Birthday Reservation, 1/9

Wedding, 1/16

Exhibiting at Dallas Bridal Show, 1/30 and 1/31

Participation Numbers

Special Events: Tour of Lights, 13,961
vehicles

Tree Lighting, 4,500
attendees

CRC: 869 program registrations
5,927 membership scans
by 1,146 members
317 Guest (Day) Passes

Aquatics: 145 program registrations
694 membership scans
by 154 members
115 Natatorium Day Passes

Sr Ctr: 5,061

*Sr Ctr Vol. Hrs: November Volunteer Hours:
179.5 (one month behind)

HP Attendance: 29 (walk-ins)
HP Program attendees: 825

Rose Garden Vol.Hrs: 0 hrs.
Program attendees: 0
JB Nature Pres. Vol. Hrs: 0 hrs.
Community Garden Vol. Hrs: 0 hrs.

*Report for Senior Center volunteer hours lag 1
month.